

# POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.  
R3-105

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location Twin Cities, MN		5. Duty Station		6. OPM Certification No.	
Explanation (Show any positions replaced)		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		10. Competitive Level Code	
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen) <input type="checkbox"/> SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive		13. Agency Use			

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review	(51)					
d. First Level Review	Fishery Biologist	GS	482	5	JTW	4/27/92
e. Recommended by Supervisor or Initiating Office	Fishery Biologist	GS	482	5		

16. Organizational Title of Position (if different from official title)	17. Name of Employee (if vacant, specify)
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18. Department, Agency or Establishment Department of Interior		c. Third Subdivision	
a. First Subdivision U.S. Fish and Wildlife Service		d. Fourth Subdivision	
b. Second Subdivision Region 3		e. Fifth Subdivision	

Employee Review—This is an accurate description of the major duties and responsibilities of my position.	Signature of Employee (optional)
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20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the	knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.
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a. Typed Name and Title of Immediate Supervisor		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)	
Signature	Date	Signature	Date

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.		22. Position Classification Standards Used in Classifying/Grading Position STANDARD POSITION DESCRIPTION R3-105 Position Classification Standards for GS-482/486, TS-101, dated 1/91	
Typed Name and Title of Official Taking Action J.T. WESTBERG Personnel Management Specialist		Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.	
Signature	Date		
	4/27/92		

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks	Personnel Folder Copy _____
Full Performance Level: _____	Supervisor's Copy _____
	Employee's Copy _____
	Classification Copy _____

25. Description of Major Duties and Responsibilities (See Attached)
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Introduction

Incumbent serves as a trainee Fishery Biologist at a National Fish Hatchery in Region 3, U.S. Fish and Wildlife Service. Duties include:

Major Duties:

- Assists in using the proper methods and techniques involved in day-to-day fish cultural activities, including weighing, sorting, sampling, and grading fish.
- Mixes fertilizer products as directed, and fertilizes ponds for fish production, measures effectiveness.
- Applies chemicals as directed for control of aquatic vegetation, observes and reports results of treatment.
- Prepares fish food by grinding and mixing ingredients to formulate a diet, feeds fish, computes and records conversion rates.
- Examines fish for the presence of disease or parasites, and refers suspected problems to supervisor for action.
- Prepares drugs and chemicals for treatment of fish, administers treatment as directed by assistant manager.
- Prepares fish for shipment, distribution, and delivery, delivers fish to stocking sites.
- Cultures fish, including disinfection of eggs, water quality monitoring, dead egg and fry removal, feeding, cleaning troughs, and collecting data for management charts.
- Assists in providing proper maintenance of grounds, buildings, and hatchery equipment.

Factors:1. Knowledge Required by the Position:

- Knowledge of theory, principles and methods of fishery biology and a working familiarity with related disciplines such as would be obtained through a college major in fishery biology or its equivalent, in order to actively participate in hatchery operations.
- Knowledge and ability to recognize symptoms of pathological conditions in cold-water and cool-water fishes.
- Skill in presenting data and its analysis, discussion and recommendations in a form requiring minimum review and editing.
- Skill in operating motorized vehicles.

2. Supervisory Controls:

This is a trainee level position. The supervisor provides detailed instructions as to practices to be followed, outlines objectives of each work operation, checks the work closely during progress, and reviews completed work in detail. Incumbent is expected to perform independently those tasks that require simple and direct application of acquired knowledge. Problems previously encountered by the incumbent are resolved independently; unusual problems are referred to the supervisor. As tasks recur, incumbent performs them under greater independence.

3. Guidelines:

Detailed and directly applicable guidelines are available in the form of manuals, textbooks, policy memorandum, procedures, precedent actions and interchanges with other hatchery managers and biologists. Incumbent uses judgment to select appropriate guidelines from a large number of guidelines.

4. Complexity:

Work consists of a variety of well-defined tasks in which the incumbent carries out and studies the effects of hatchery management activities by applying standard principles and methods of fishery biology and related disciplines. Assignments are given for training purposes and are characterized by standard problems, a limited number of variables, and clearly-specified objectives. The factors to be considered by the incumbent vary with each assignment.

5. Scope and Effect:

This is a trainee level position. The purpose of the work is for incumbent to gain familiarity with standard fish hatchery operations and procedures. The incumbent's activities will influence the progress and direction of the hatchery program, and affect the adequacy of hatchery activities as they relate to fish production requirements.

6. Personal Contacts:

Contacts are with co-workers, local conservation organizations and groups, cooperating State and Federal agencies, and the general public.

7. Purpose of Contacts:

Contacts are for the purpose of providing work direction to employees, explaining and disseminating information to groups and individuals and for the exchange of information.

8. Physical Demands:

The work requires considerable physical exertion such as walking over wet, muddy, rough, uneven or rocky surfaces; bending, crouching,

stooping, stretching, reaching, lifting (feed, fertilizer, etc.), seining (up to 100 feet), and netting. The work requires average agility and average to above-average dexterity.

9. Work Environment:

Work includes both office and outdoor locations. The office is adequately lighted, heated and ventilated. Temperature and weather extremes will be encountered in the performance of the outdoor work. The incumbent is expected to conduct duties in a safe and orderly manner so as not to endanger self, fellow workers or property with which entrusted.

A condition of employment is the wearing of the official U.S. Fish and Wildlife Service uniform in a manner prescribed in 3 AM 3 of the Administrative Manual. The incumbent is required to obtain and properly wear uniform components within Class \_\_\_\_\_ and \_\_\_\_\_.